



**COMMONWEALTH OF MASSACHUSETTS
SUBSIDY AGREEMENT
INSTRUCTIONS FOR COMPLETION**

1. The **Department** should complete the Subsidy Agreement using the following guidelines:
 - The **Department** name and address should be the full business name and mailing address used by the **Department**.
 - The **Recipient** name and address should be the full legal business name and mailing address used by the Recipient.
 - The total amount of the Subsidy Agreement should indicate the total amount that the **Department** anticipates expending under the Subsidy Agreement. The total amount is the amount that will be encumbered and obligated on behalf of the **Recipient**. The **Department** must encumber this total maximum obligation on MMARS. The Department should indicate if funds will be paid in a single payment or using multiple payments. If multiple payments are used, the parties should attach a schedule of payment dates and amounts.
 - The termination date of the Subsidy Agreement should be at the end of the current fiscal year, or the expiration date of the account funding this Subsidy Agreement. Payment of funds can not be made after the termination date of the account funding this Subsidy Agreement.
 - The **Department** should include any details concerning payment of the funds under the Subsidy Agreement in attachments, including, but not limited to the following:
 - Any schedule of payment dates and amounts.
 - Conditions or restrictions required as a prerequisite to payment of funds.
 - Details of requirements of copies of programmatic or fiscal reports required as a condition of receiving funds.
2. An executed original, or certified copy of the Subsidy Agreement, including all relevant attachments and supporting documentation should be attached to a completed and executed encumbrance document [Service Contract Input Form (SC)] and submitted to the Office of the Comptroller for processing and filing. **A copy of the legislative authorization for payments under the Subsidy Agreement will must be attached to facilitate timely processing of the Subsidy Agreement.**

Any additional questions concerning the format, content or processing of the Subsidy Agreement may be referred to the Comptroller's Procurement Unit at (617) 727-5000.